

To: Peterson, Cynthia[Peterson.Cynthia@epa.gov]; Hansen, Judy[Hansen.Judy@epa.gov]
Cc: Faulk, Libby[Faulk.Libby@epa.gov]
From: Botkin, Trish
Sent: Tue 8/25/2015 6:41:39 PM
Subject: RE: Travel vs Payroll Discrepancy for June 2015 (Peterson)

Cynthia,

You will need to go into PeoplePlus and make those changes. If Upper Animas is not in your account favorites, Judy Hansen can add them for you. Thank you.

Trish Botkin | Financial Technician | US EPA Region 8 | TMS | Financial Operations Team |

Budget and Financial Operations Unit (BFOU) | 303.312.6170

From: Peterson, Cynthia
Sent: Tuesday, August 25, 2015 12:24 PM
To: Hansen, Judy
Cc: Faulk, Libby; Botkin, Trish
Subject: FW: Travel vs Payroll Discrepancy for June 2015 (Peterson)
Importance: High

Hi, Judy.

In reviewing the information Nancy provided, I found that my payroll information was incorrect. My time on 6/23/15 and 6/24/15 should have been assigned to the Upper Animas Mining District and the same accounting codes as the travel on those dates. Please make any corrections needed.

I apologize for the error.

Thanks,

Cynthia

Cynthia Peterson

Community Involvement Coordinator

Public Affairs and Community Involvement

U.S. Environmental Protection Agency, Region VIII

1595 Wynkoop St. (8OC-PAI)

Denver, CO 80202-1129

303-312-6879 -- direct dial

From: Manlet, Nancy

Sent: Tuesday, August 25, 2015 12:01 PM

To: Peterson, Cynthia

Cc: Botkin, Trish

Subject: Travel vs Payroll Discrepancy for June 2015 (Peterson)

Importance: High

Cynthia,

The Region VIII Cost Recovery Program is implementing a monthly notification of payroll/ travel discrepancies. A discrepancy is identified when travel site project codes do not match payroll site project codes (OR) the site travel is indicated with no corresponding payroll site charges.

The following discrepancy was found: **We have attached travel and payroll information for your convenience.**

Traveler: PETERSON, CYNTHIA

Begin Travel Date: 06/23/2015

End Travel Date: 06/24/2015

Voucher Amount: \$654.90

Nonresponsive

The employee needs to determine whether the Travel Accounting information or the Payroll Accounting Information is correct.

If the correction is needed in the Payroll Accounting Information, please contact Judy Hansen at 312-6417 for assistance.

If the correction is needed in the Travel Accounting Information, please contact your FCO (Trish Botkin at 312-6170).

Please make the appropriate corrections no later than **SEPTEMBER 15, 2015**, and notify me

when corrective action has been completed.

Thanks in advance for your immediate attention to this matter and please don't hesitate to contact me if you have any questions or need additional assistance.

Nancy Manlet

U.S. EPA, R8, TMS

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